

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT Amendment 1

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process
Contract No. P1636. [CSB Code].~~34~~

DUE DATE	DESCRIPTION
----------	-------------

Purpose

The purpose of this Exhibit is to provide the CSB with the schedule and process for providing the community services performance contract and other required program and financial data to the Department. It also provides administrative performance requirements and processes specific to this Exhibit.

DUE DATE	DESCRIPTION
5-20-25 4	<p>1. The Office of Fiscal and Grants Management (OFGM) distributes the Letters of Notification to CSBsCSB with ofwith state and federal block grant funds allocations.</p> <p>1. —</p> <p>NOTE: <i>This is contingent on the implementation of the fiscal year budget as passed by the General Assembly and signed into law by the Governor. The Code of Virginia allows the Governor to make certain adjustments to the Budget. Changes in Federal legislation, inclement weather and uncertain revenue collections, are just a few examples of events that may require adjustments to the budget in order to maintain the balanced budget as required by Virginia's constitution.</i></p> <p>2. The Department distributes the current fiscal year performance contract software through the Community Automated Reporting System (CARS) and associated report. to CSBsCSB. CSBsCSB must only provide allocations of state and federal funds or amounts subsequently revised by or negotiated and approved by the Department and have actual appropriatedamounts of local matching funds.</p> <p>06-26-25See Section II for the Department's State (790) and Federal Funding Disbursement Schedules</p> <p>1. — Exhibit A: CSB must complete Table 2 Board Management and Salary Cost and Integrated Behavioral and Primary Health Care Questions through the CARS application.</p> <p>2. Payments 1 and 2 for July are prepared during June and July, the OFGM prepares the electronic data interchange transfers for the first two semi- monthly payments of state and federal for the CSBs. With the exception of programmatically determined upfront payments, all federal funds disbursements must be invoiced by the CSBs pursuant to the community services performance contract.</p> <p style="text-align: center;">New State Fiscal Year Begins</p> <p>07-01-254</p> <p>The current fiscal year performance contract, revisions, or Exhibits D that may be due at this time should be signed and submitted electronically by the CSBsCSB.</p> <p>1. — Local Match: If the CSB has not met or maintained the minimum 10 percent local matching funds requirement at the end of the previous fiscal year, it must submit a written request for a waiver, pursuant to § 37.2-509 of the Code and State Board Policy 4010 and the Minimum Ten Percent Matching Funds Waiver Request Guidelines sent to the OMS performancecontractsupport@dbhds.virginia.gov email address;</p> <p>3. Payments 3 and 4 for August are prepared for transfers during July and August. If the CSB's CARS report data is not complete the payment(s) may not be released until the complete report is received. Once received the payments will be processed and disbursed with the next scheduled payment.</p>

Formatted: Left, Tab stops: 1.2", Left + 3.25",

Formatted: Font: Bold

Commented [BW1]: We discussed adding a statement around Data Quality expectations/error resolution/etc with new data exchange. This would replace CCS for the month must be submitted by.... Especially around dates when info pulled for TEDS reporting etc....does this need to be added?

Commented [CN2R1]: @Camidge, Craig (DBHDS) ...

Commented [CC3R1]: I'm ok with this being left out, I ...

Formatted: Font: 11 pt

Formatted Table

Formatted: Font: 11 pt

Commented [NjC(4)]: @Daniel's, Carly (DBHDS) and ...

Formatted: Font: 11 pt

Commented [NjC(5)]: Need to rename for FY26-27

Formatted: Centered

Formatted: No bullets or numbering

Commented [B(6)]: @Neal-jones, Chaye (DBHDS) Ma ...

Formatted: Indent: Left: 0"

Commented [CN7]: @Billings, Eric (DBHDS) can you ...

Commented [BE8R7]: @Neal-jones, Chaye (DBHDS) ...

Commented [CN9R7]: @Billings, Eric (DBHDS) yes ...

Formatted: No bullets or numbering

Formatted: Font: Bold

Formatted

Formatted: Normal

Formatted: Normal, Indent: Left: 0"

Formatted: Normal, No bullets or numbering

Commented [SO10]: This is confusing. So for a new ...

Commented [CN11R10]: June 30 is the end of the ...

Formatted: Normal

Commented [CN12]: Talk to Eric about Federal reporti ...

Commented [CN13R12]: @Billings, Eric (DBHDS) th ...

Commented [BE14R12]: @Neal-jones, Chaye (DBHDS) ...

Commented [CN15R12]: @Billings, Eric (DBHDS) ...

Formatted: Normal, No bullets or numbering

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process
Contract No. P1636. [CSB Code].~~34~~

[illegible]

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT Amendment 1

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process
Contract No. P1636. [CSB Code].~~34~~

DUE DATE	DESCRIPTION
	year report and CCS data:
09-30-25 ⁴	<ol style="list-style-type: none"> <u>All CSB signed performance contracts and applicable Exhibits D are due to the Department for final signature by the Commissioner pursuant to § 37.2-508 of the Code.</u> Federal Balance Reports are sent out to CSBs^{CSB}. Inaccurate or no submission of reports from end of fiscal year or performance contract reports 9-18-2024 and/or unsigned performance contracts will be out of compliance and may result in delayed payment disbursement until signed contract is received by the Department and/or a one- time. one percent reduction not to exceed \$15,000 of state funds apportioned for CSB administrative expenses. <p>CSBs submit their CCS monthly extract files for August.</p>
10-1-25	<u>New Federal Fiscal Year Begins</u>
10-03-25 ⁴	<ol style="list-style-type: none"> After the Commissioner signs the contracts, a fully executed copy of the performance contract and applicable Exhibits D will be sent to the CSBs^{CSB} electronically by OEMS. Payments 9 and 10 during for November are prepared in October and November.
10-16-25 ⁴	CSBs ^{CSB} submit Federal Balance Reports to the OFGM.
10-31-25 ⁴	<ol style="list-style-type: none"> CSBs submit CCS monthly extract files for September. Q1 Turnover and Vacancy Reporting is due. Payments 11 and 12 for December are prepared for transfer during November and December (December payments). Payments may not be released without receipt of September CCS submissions and final Federal Balance Reports.
11-30-25 ⁴	CSBs submit their CCS monthly extract files for October.
12-02-25 ⁴	<ol style="list-style-type: none"> CSBs^{CSB} that are not local government departments or included in local government audits send one copy of their Certified Public Accountant (CPA) audit reports for the previous fiscal year on all CSB operated programs to the Department's Office of Budget and Financial Reporting (OBFR). <u>CSB must complete the Exhibit F (B) Single Audit Exemption Form if it is not subject to a single audit.</u> CSBs^{CSB} submit a copy of CPA audit reports for all contract programs for their last full fiscal year, ending on June 30th, to the OBFR. For programs with different fiscal years, reports are due three months after the end of the year. The CSBs shall have a management letter and plan of correction for identified material deficiencies which must be sent with these reports. Audit reports for CSBs that are local government departments or are included in local government audits are submitted to the Auditor of Public Accounts (APA) by the local government.
12-29-25 ⁴	<ol style="list-style-type: none"> Payment 13 through 16 for January and February are prepares for transfers during December thru February. CSBs end of the fiscal year performance contract reports that are not accurate and/or

Formatted: Left, Tab stops: 1.2", Left + 3.25",

Formatted: Underline

Formatted: Indent: Left: 0.25", No bullets or numbering

Formatted: No underline

Formatted: No underline

Formatted: No bullets or numbering

Formatted: Font: 11 pt, Not Bold

Formatted: Space Before: 0 pt, No bullets or numbering

Formatted: Font: Bold

Formatted: Centered, Indent: Left: 0.25", No bullets or numbering

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Normal, No bullets or numbering

Formatted: Underline

Formatted: Font: Not Bold, Underline

Formatted: Underline

Formatted: Font: Bold

Formatted: Normal, No bullets or numbering

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT Amendment 1

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process
Contract No. P1636. [CSB Code].~~34~~

<u>DUE DATE</u>	<u>DESCRIPTION</u>
	incomplete, and/or CCS monthly extracts for October that have not been received, payments may not be released. 3. CCS monthly extract files for November is due from CSB.
01-06-265	The Department distributes The release of the mid-year performance contract fiscal report to CSB for completion. CARS software.
01-301-265	CCS monthly extract files for December is due from CSB. Q2 Turnover and Vacancy Reporting is due.
02-18-265	1. CSBs CSB send complete mid-year performance contract reports, and a revised Table 1: Board of Directors Membership Characteristics through the CARS application. 2. Payment 17 and 18 for March are prepared for transfer in February and March. CSBs whose monthly CCS extract for December and CARS required reports not received by the end of January, payments may not be released.
02-29-265	CSBs submit their CCS extract files for January. CSBs whose monthly CCS extract files for January were not received by the end of the month, payments may not be released.
03-3128-265	1. CSBs submit their CCS extract files for February. 2. Payments 19 and 20 for April are prepared for transfer during March and April. CSBs whose complete mid year performance contract reports, payments may not be released. 3. CSB must submit their final, complete and accurate mid-year financial performance contract reports through CARS.
04-300-265	1. CSBs submit their CCS monthly extract files for March by this date. 2. Q3 Turnover and Vacancy Reporting is due. 3. Payments 21 and 22 for May are prepared for transfer during April and May. CSBs whose mid-year performance contract reports have not been verified as accurate and internally consistent and the monthly CCS3 extract files for February were not received by the end of the month. Payments may not have their payments be released.
05-31-265	1. CSBs submit their CCS monthly extract files for April for CSBs whose monthly CCS extract files for April were received by the end of May. 2. If April CCS extract files are not received by May 31st, this may delay or even eliminate payment 24 due to time restrictions on when the Department can send transfers to the Department of Accounts for payment 24. 3. Payment 23 and 24 for June are prepared for transfer during May and June. CSBs whose monthly CCS extract files for March were not received by the end of April, payments may not be released.
06-28-265	New State Fiscal Year Begins CSBs submit their CCS monthly extract files for May.

Formatted: Left, Tab stops: 1.2", Left + 3.25",

Commented [BW20]: should we add fiscal or leave performance contract wording here? DHBDS distributes numerous mid-year reports (mostly program specific, not what was intended here) so would want to reduce confusion

Formatted: Normal, No bullets or numbering

Formatted: Normal, No bullets or numbering

Commented [BW21]: Same comment as above

Formatted: Normal, No bullets or numbering

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Centered

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT ~~Amendment 1~~

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

07-01-26 ⁶⁴	<p>2. — The current fiscal year performance contract, revisions, or Exhibits D that may be due at this time should be signed and submitted electronically by the CSBsCSB.</p> <p>Local Match: If the CSB has not met or maintained the minimum 10 percent local matching funds requirement at the end of the previous fiscal year, it must submit a written request for a waiver, pursuant to § 37.2-509 of the Code and State Board Policy 4010 and the Minimum Ten Percent Matching Funds Waiver Request Guidelines sent to the OMS performancecontractsupport@dbhds.virginia.gov email address.</p> <p>4. Payments 3 and 4 for August are prepared for transfers during July and August. If the CSB's CARS report data is not complete the payment(s) may not be released until the complete report is received. Once received the payments will be processed and disbursed with the next scheduled payment.</p>	<p>Formatted: No bullets or numbering</p> <p>Formatted Table</p> <p>Formatted: Indent: Left: 0.25"</p> <p>Formatted: Indent: Left: -0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"</p>
07-15-26 ⁶⁴	<p>The Department distributes the end of the fiscal year performance contract report for completion by CSB through CARS.</p>	
08-05-26	<p>Local Match: If the CSB has not met or maintained the minimum 10 percent local matching funds requirement at the end of the previous fiscal year, it must submit a written request for a waiver, pursuant to § 37.2-509 of the Code and State Board Policy 4010 and the Minimum Ten Percent Matching Funds Waiver Request Guidelines sent to the OMS performancecontractsupport@dbhds.virginia.gov email address.</p>	<p>Formatted: No bullets or numbering</p>
07-28-24	<p>Community Consumer Submission (CCS) extract files for June is due from CSBs.</p>	
08-19-24	<p>3. CCS extract files for total (annual) CCS service unit data is CSBs submit their complete. The Department will not accept any other corrections to the end of year CCS report after this date.</p> <p>4. Payments 5 and 6 for September are prepared for transfer during August and September.</p>	<p>Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"</p>
08-31-26 ⁶⁴	<p>6.1. CSBsCSB sendsends complete end of the fiscal year report through the CARS application.</p> <p>7.2. The OMS reviews program services sections of the reports for any discrepancies and works with the CSBsCSB to resolvesresolve deficiencies.</p> <p>8.3. OFGM reviews financial portions of reports for any discrepancies and works with CSBsCSB to resolve deficiencies.</p>	<p>Formatted: No bullets or numbering</p> <p>Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"</p> <p>Formatted Table</p> <p>Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"</p> <p>Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"</p>
9-18-2026 ⁶⁴	<p>2. CSBsCSB must resubmit approved revised program and financial reports, through the CARS application no later than 09-18-2023. This is the final closeout date. The Department will not accept CARS report corrections after this date.</p> <p>3. CSBs submits their July CCS monthly extract files for July. This is the initial FY 2024 CCS monthly extract files.</p> <p>4. Payments 7 and 8 for October are prepared for transfer in September and October (October</p>	<p>Formatted: Font: Not Bold, No underline</p> <p>Formatted: No bullets or numbering</p> <p>Formatted: No bullets or numbering</p> <p>Formatted: No bullets or numbering</p>

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT Amendment 1

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

	payments). Payments may not be released without receipt of a CSB final end of the fiscal year CCS data.
09-30-29-264	<p>All CSB signed performance contracts and applicable Exhibits D are due to the Department for final signature by the Commissioner pursuant to § 37.2-508 of the Code.</p> <p>4. _____</p> <p>5. _____</p> <p>6. Inaccurate or no submission of reports from 9-18-202623 and/or unsigned performance contracts will be out of compliance and may result in a one- time, one percent reduction not to exceed \$15,000 of state funds apportioned for CSB administrative expenses.</p> <p>7. CSBs submit their CCS monthly extract files for August.</p>
10-023-264	<p>3. After the Commissioner signs the contracts, a fully executed copy of the performance contract and applicable Exhibits D will be sent to the CSBsCSB electronically by OMS.</p> <p>4. Payments 9 and 10 during for November are prepared in October and November.</p>
10-13-264 10-31-24	<p>CSBsCSB submitsubmits Federal Balance Reports to the OFGM.</p> <p>3. CSBs submit CCS monthly extract files for September.</p> <p>4. Payments 11 and 12 for December are prepared for transfer during November and December (December payments). Payments may not be released without receipt of September CCS submissions and final Federal Balance Reports.</p>
11-30-24 12-02-24-26	<p>CSBs submit their CCS monthly extract files for October.</p> <p>5.1. CSBsCSBs that are not local government departments or included in local government audits send one copy of their Certified Public Accountant (CPA) audit reports for the previous fiscal year on all CSB operated programs to the Department's Office of Budget and Financial Reporting (OBFR).</p> <p>6.2. CSBsCSB submit a copy of CPA audit reports for all contract programs for their last full fiscal year, ending on June 30th, to the OBFR. For programs with different fiscal years, reports are due three months after the end of the year.</p> <p>7.3. The CSBsCSB shall have a management letter and plan of correction for identified material deficiencies which must be sent with these reports.</p> <p>8. Audit reports for CSBsCSB that are local government departments or are included in local government audits are submitted to the Auditor of Public Accounts (APA) by the local government.</p> <p>9.4. _____</p>
12-29-24	<p>4. Payment 13 through 16 for January and February are prepares for transfers during December.</p> <p>5. CSBs end of the fiscal year performance contract reports not accurate, incomplete, and/or CCS monthly extracts for October that have not been received, payments may not be released.</p> <p>6. CCS monthly extract files for November is due from CSB.</p>
01-05-275	The Department distributes The release of the mid-year financial performance contract report CARS software to CSB for completion.
01-31-25	CCS monthly extract files for December is due from CSB.
02-16-275	<p>3. CSBsCSB send complete mid-year financial performance contract reports and a revised Table 1: Board of Directors Membership Characteristics through the CARS application.</p> <p>4. Payment 17 and 18 for March are prepared for transfer in February. CSBs whose monthly CCS extract for December and CARS reports not received by the end of January, payments may not</p>

Formatted: No bullets or numbering

Formatted: Underline

Formatted: Indent: Left: 0.25", No bullets or numbering

Formatted: No bullets or numbering

Formatted: Font: Not Bold

Formatted: No bullets or numbering

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Normal, No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Font: Bold

Formatted: Normal, No bullets or numbering

Formatted: Normal, No bullets or numbering

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT Amendment 1

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

	be released.
02-29-25	CSBs submit their CCS extract files for January. CSBs whose monthly CCS extract files for January were not received by the end of the month, payments may not be released.
03-31-29-27⁵	4. CSBs submit their CCS extract files for February. 5. Payments 19 and 20 for April are prepared for transfer during March. CSBs whose complete mid-year performance contract reports, payments may not be released. 6. CSB must submit their final, complete and accurate mid-year financial performance contract reports through CARS.
04-30-25	4. CSBs submit their CCS monthly extract files for March by this date: 5. Payments 21 and 22 for May are prepared for transfer during April. CSBs whose mid-year performance contract reports have not been verified as accurate and internally consistent and the monthly CCS3 extract files for February were not received by the end of the month. Payments may not be released.
05-31-25	4. CSBs submit their CCS monthly extract files for April for CSBs whose monthly CCS extract files for April were received by the end of May. 5. If April CCS extract files are not received by May 31st, this may delay or even eliminate payment 24 due to time restrictions on when the Department can send transfers to the Department of Accounts for payment 24. 6. Payment 23 and 24 for June are prepared for transfer during May. CSBs whose monthly CCS extract files for March were not received by the end of April, payments may not be released.
06-28-25	CSBs submit their CCS monthly extract files for May.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Normal, No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Normal, No bullets or numbering

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT Amendment 1

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

I. Administrative Performance Requirements

The CSB shall meet these administrative performance requirements in submitting its performance contract, contract revisions, and mid-year and end-of-the-fiscal year performance contract reports ~~in the CARS application, and monthly required program service data through the reporting mechanism established by CCS extracts to~~ the Department.

A. The performance contract and any revisions submitted by the CSB shall be:

1. complete all required information is displayed in the correct places and all required Exhibits, including applicable signature pages, are included;
2. consistent with Letter of Notification allocations or figures subsequently revised by or negotiated with the ~~Department;~~ Department.
3. prepared in accordance with instructions by the Department;-
- ~~4. received by the due dates listed in this Exhibit. -E~~

~~B.4.~~ If ~~the the CSB~~CSB does not meet these performance contract requirements, the Department may delay future payments of state and federal funds until satisfactory performance is achieved.

~~C.~~B. Mid-year and end-of-the-fiscal year performance contract reports submitted by the CSB shall be:

1. complete, all required information is displayed in the correct places, all required data are included in the ~~CARS application~~ reports, and any other required information not included in ~~reports~~ CARS are submitted;
2. consistent with the state and federal grant funds allocations in the Letter of Notification or figures subsequently revised by or negotiated with the Department;
3. prepared in accordance with instructions provided by the Department;
4. ~~(i)~~ all related funding, expense, and cost data are consistent, and correct within a report, and ~~(ii)~~ errors identified are corrected; and
5. received by the due dates listed in this Exhibit

~~D.~~C. If the CSB does not meet these requirements for its mid-year and end-of-the-fiscal year ~~CARS~~ reports, the Department may delay future payments until satisfactory performance is achieved. The Department may impose one-time reductions of state funds apportioned for CSB administrative expenses on a CSB for its failure to meet the requirements in its end-of-the-fiscal year ~~CARS~~ report may have a one percent reduction not to exceed \$15,000 unless an extension has been granted by the Department.

~~E.~~ The CSB shall submit monthly extra files by the end of the month following the month for which the data is extracted in accordance with the CCS Extract Specifications, including the current business rules.

D. If the CSB fails to meet ~~the extract submission~~ other reporting requirements in this Exhibit, the Department may delay payments until satisfactory performance is achieved.

~~F.~~E. -If the Department ~~has is at fault for the CSB not submitting timely reports, no penalty shall be applied to CSB. not provided the CCS extract application to the CSB in time for it to transmit its monthly submissions this requirement does not apply.~~

Formatted: Right: 0", Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment:
Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT ~~Amendment 1~~

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

~~G.F.~~ If the Department negotiates a performance improvement plan or -corrective action plan with a CSB because of unacceptable data quality, and the CSB fails to satisfy the requirements by the end of the contract term, the Department may impose a one-time one percent reduction not to exceed a total of \$15,000 of state funds apportioned for CSB administrative expenses and other applicable non-compliance penalties.

~~G.~~ The CSB shall not allocate or transfer a one-time reduction of state funds apportioned for administrative expenses to direct service or program costs.

H. Process for Obtaining an Extension of the End-of-the-Fiscal Year Report Due Date

~~H.~~

1. Extension Request: The Department will grant an extension only in very exceptional situations such as a catastrophic information system failure, a key staff person's unanticipated illness or accident, or a local emergency or disaster situation that makes it impossible to meet the due date.
2. It is the responsibility of the CSB to obtain and confirm the Department's approval of an extension of the due date within the time frames specified below. Failure of the CSB to fulfill this responsibility constitutes prima facie acceptance by the CSB of any resulting one-time reduction in state funds apportioned for administrative expenses.
3. As soon as CSB staff becomes aware that it cannot submit the end-of-the-fiscal year report by the due date to the Department, the executive director must inform the Office of Management Services (OMS) through the performancecontractsupport@dbhds.virginia.gov email mailbox that it is requesting an extension of this due date. This request should be submitted as soon as possible and describe completely the reason(s) and need for the extension and state the date on which the report will be received by the Department.
4. The request for an extension must be received in the OMS no later than 5:00 p.m. on the fourth business day before the due date through the performancecontractsupport@dbhds.virginia.gov email mailbox.
5. The OMS will act on all requests for due date extensions that are received in accordance with this process and will notify the requesting CSB of the status of their requests within 2 business of receipt of the request.

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.25", No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT ~~Amendment 1~~

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

II. CSB Payment Disbursement Schedule

Formatted: Heading 1

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT ~~Amendment 1~~

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

~~Process for Obtaining an Extension of the End of the Fiscal Year CARS Report Due Date~~

FY 2026 CSB Payment Key Dates			
Warrant #	Payment Date	Due to A/P	Payment Adjustments due from CO Program Staff
1	July 8, 2025	June 20, 2025	June 13, 2025
2	July 15, 2025	July 7, 2025	June 27, 2025
3	August 1, 2025	July 22, 2025	July 15, 2025
4	August 15, 2025	August 5, 2025	July 25, 2025
5	September 3, 2025	August 15, 2025	August 8, 2025
6	September 15, 2025	September 5, 2025	August 29, 2025
7	October 1, 2025	September 23, 2025	September 16, 2025
8	October 15, 2025	October 3, 2025	September 26, 2025
9	November 3, 2025	October 17, 2025	October 10, 2025
10	November 17, 2025	November 3, 2025	October 28, 2025
11	December 1, 2025	November 17, 2025	November 7, 2025
12	December 15, 2025	December 5, 2025	November 28, 2025
13	January 2, 2026	December 15, 2025	December 8, 2025
14	January 15, 2026	January 2, 2026	December 26, 2025
15	February 2, 2026	January 16, 2026	January 9, 2026
16	February 17, 2026	February 2, 2026	January 23, 2026
17	March 2, 2026	February 18, 2026	February 6, 2026
18	March 16, 2026	March 2, 2026	February 20, 2026
19	April 1, 2026	March 20, 2026	March 13, 2026
20	April 15, 2026	April 3, 2026	March 27, 2026
21	May 1, 2026	April 22, 2026	April 15, 2026
22	May 15, 2026	May 1, 2026	April 27, 2026
23	June 1, 2026	May 22, 2026	May 15, 2026
24	June 15, 2026	June 8, 2026	June 2, 2026

Formatted: Font: Bold

Formatted: Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT ~~Amendment 1~~

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

FY 2025 Federal Reimbursement Schedule						
Month	Beginning of Submission Period	Due Date for Requests	Due Date for L1 Approval	Due Date for L2 Approval	Drawdowns Due/Final Review Date	Date of Payment
January	December 21, 2024	January 21, 2025	February 3, 2025	February 10, 2025	February 13, 2025	February 20, 2025
February	January 22, 2025	February 20, 2025	March 3, 2025	March 11, 2025	March 14, 2025	March 20, 2025
March	February 21, 2025	March 20, 2025	April 4, 2025	April 14, 2025	April 16, 2025	April 21, 2025
April	March 21, 2025	April 21, 2025	May 2, 2025	May 12, 2025	May 16, 2025	May 20, 2025
May	April 22, 2025	May 20, 2025	June 4, 2025	June 13, 2025	June 17, 2025	June 20, 2025
June	May 21, 2025	June 20, 2025	July 3, 2025	July 14, 2025	July 17, 2025	July 21, 2025
July	June 21, 2025	July 21, 2025	August 4, 2025	August 13, 2025	August 15, 2025	August 20, 2025
August	July 22, 2025	August 20, 2025	September 3, 2025	September 15, 2025	September 17, 2025	September 22, 2025
September	August 21, 2025	September 19, 2025	October 3, 2025	October 13, 2025	October 15, 2025	October 20, 2025
October	September 20, 2025	October 20, 2025	November 3, 2025	November 13, 2025	November 17, 2025	November 20, 2025
November	October 21, 2025	November 20, 2025	December 4, 2025	December 15, 2025	December 17, 2025	December 22, 2025
December	November 21, 2025	December 19, 2025	January 5, 2026	January 14, 2026	January 16, 2026	January 21, 2026

FY 2026 Federal Reimbursement Schedule						
Month	Beginning of Submission Period	Due Date for Requests	Due Date for L1 Approval	Due Date for L2 Approval	Drawdowns Due/Final Review Date	Date of Payment
January	December 20, 2025	January 20, 2026	February 3, 2026	February 10, 2026	February 13, 2026	February 20, 2026
February	January 21, 2026	February 20, 2026	March 3, 2026	March 10, 2026	March 13, 2026	March 20, 2026
March	February 21, 2026	March 20, 2026	April 3, 2026	April 10, 2026	April 13, 2026	April 20, 2026
April	March 21, 2026	April 20, 2026	May 4, 2026	May 11, 2026	May 14, 2026	May 20, 2026
May	April 21, 2026	May 20, 2026	June 3, 2026	June 10, 2026	June 15, 2026	June 22, 2026
June	May 21, 2026	June 19, 2026	July 2, 2026	July 10, 2026	July 13, 2026	July 20, 2026
July	June 20, 2026	July 20, 2026	August 3, 2026	August 10, 2026	August 14, 2026	August 20, 2026
August	July 21, 2026	August 20, 2026	September 3, 2026	September 10, 2026	September 14, 2026	September 21, 2026
September	August 21, 2026	September 21, 2026	October 2, 2026	October 12, 2026	October 14, 2026	October 20, 2026
October	September 22, 2026	October 20, 2026	November 3, 2026	November 10, 2026	November 13, 2026	November 20, 2026
November	October 21, 2026	November 20, 2026	December 3, 2026	December 10, 2026	December 14, 2026	December 21, 2026
December	November 21, 2026	December 21, 2026	January 4, 2027	January 12, 2027	January 15, 2027	January 20, 2027

Formatted: Indent: First line: 0", Space After: 8 pt,
Line spacing: Multiple 1.08 li, Widow/Orphan control,
Adjust space between Latin and Asian text, Adjust
space between Asian text and numbers

1. ~~Extension Request: The Department will grant an extension only in very exceptional situations such as a catastrophic information system failure, a key staff person's unanticipated illness or accident, or a local emergency or disaster situation that makes it impossible to meet the due date.~~

a. ~~It is the responsibility of the CSB to obtain and confirm the Department's approval of an extension of the due date within the time frames specified below. Failure of the CSB to fulfill this responsibility constitutes prima facie acceptance by the CSB of any resulting one time reduction in state funds apportioned for administrative expenses.~~

AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT ~~Amendment 1~~

Exhibit E: ~~FY2024 AND FY2025~~ Performance Contract Schedule and Process

b. ~~As soon as CSB staff becomes aware that it cannot submit the end of the fiscal year CARS report by the due date to the Department, the executive director must inform the Office of Management Services (OMS) through the performancecontractsupport@dbhds.virginia.gov email mailbox that it is requesting an extension of this due date. This request should be submitted as soon as possible and describe completely the reason(s) and need for the extension, and state the date on which the report will be received by the Department.~~

e. ~~The request for an extension must be received in the OMS no later than 5:00 p.m. on the fourth business day before the due date through the performancecontractsupport@dbhds.virginia.gov email mailbox. Telephone extension requests are not acceptable and will not be processed.~~

d. ~~The OMS will act on all requests for due date extensions that are received in accordance with this process and will notify the requesting CSBs of the status of their requests within 2 business of receipt.~~

~~I. Exhibit A Revision Instructions:~~

1. ~~Revisions of Exhibit A can only be submitted through the CARS application.~~

2. ~~The CSB may revise Exhibit A of its signed contract only in the following circumstances:~~

a. ~~A new, previously unavailable category or subcategory of services is implemented;~~

b. ~~An existing category or subcategory of services is totally eliminated;~~

c. ~~A new program offering an existing category or subcategory of services is implemented;~~

d. ~~A program offering an existing category or subcategory of services is eliminated;~~

e. ~~New restricted state or federal funds are received to expand an existing service or establish a new one;~~

f. ~~State or federal block grant funds are moved among program (mental health, developmental, or substance use disorder) areas or emergency or ancillary services (an exceptional situation);~~

g. ~~Allocations of state, federal, or local funds change; or~~

h. ~~A major error is discovered in the original contract.~~

Formatted: Normal, Space After: 8 pt, Line spacing: Multiple 1.08 li, No bullets or numbering